

## DEPARTMENT OF FAIR EMPLOYMENT AND HOUSING JOB OPPORTUNITY BULLETIN

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX,  
MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACE IN PUBLIC SERVANTS.

**UNIT:** Los Angeles District R Office – Two positions

**CLASSIFICATION:** Office Technician (Typing)

**SALARY:** \$2510 - \$3050

**FINAL FILING DATE:** October 2, 2006

**DUTIES:**

Under the general supervision of the District Administrator, the incumbent is responsible for performing a variety of secretarial and clerical functions for the District. The incumbent must be able to manage constant clerical processing of case files and cope with a very heavy, repetitive workload. Duties include, but are not limited to, the following: Oversee, organize and fully participate in the steady clerical processing of case files for intake, service, amendment and closure of the files, including entries into CMIS. Serve as receptionist – answer, respond, screen and/or route telephone calls, walk-in members of the public. Route forms, letters, and other paperwork from complainants/respondents/representatives, and take accurate messages and process work correctly and quickly. Review letters and subpoenas requesting copies of case files, and follow departmental procedure for compliance and disclosure. Type memos and correspondence, order forms, process personnel paperwork, and other documents – some that are confidential. Assist District Administrator in preparing reports, such as monthly, quarterly, and semi-annual audit. Open, sort, photocopy and route incoming mail to appropriate staff. Other special projects and duties as assigned to meet the District's and Department's goals and objectives.

**DESIRABLE QUALIFICATIONS:**

Integrity, initiative, tact, dependability, good judgment, ability to work independently and cooperatively, ability to execute work assignments with accuracy and organization. Ability to operate a computer and knowledge of Excel and Word software programs.

**WHO SHOULD APPLY:**

Applicants must be a current or former State employee with transfer or reinstatement eligibility for this classification, or be reachable on a current employment list for this classification. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. All applicants must clearly indicate their basis for eligibility on the State application (STD 678). Applicants will be screened and those best qualified will be interviewed.

**SEND COMPLETED STATE APPLICATION (STD 678) TO:**

Department of Fair Employment and Housing  
ATTN: Personnel Office  
2218 Kausen Drive, Suite 100  
Elk Grove, CA 95758

(916) 478-7229  
TTY (800) 700-2320

ISSUE DATE: 09/12/06  
RPA#: (New Positions)